

PRINCIPAL PLANNER

GRADE: 24

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Principal Planner performs difficult professional and administrative work in the areas of Development Review and Zoning Administration within the Department of Community Planning and Development Services. The Department has a community-based approach in order to serve the City's residential neighborhoods and businesses. The Principal Planner supervises a professional staff to assure that all existing and proposed development is reviewed for compliance with applicable policies and regulations including zoning and Master Plans among others. The work has a major impact on the City and requires thorough knowledge of urban planning and analysis in order to deal with and resolve a variety of unusual, difficult, and challenging issues, both at neighborhood and Citywide levels. The work requires excellent analytical and communication skills in soliciting cooperation from, offering explanation to and persuasion of various appointed and elected officials, community groups, interest groups, citizens, etc., relative to the City's mission of proper planning and development for the City. At times, considerable tact, discretion and persuasion is required in order to serve this mission. The work requires limited physical demands with considerable mental effort, stress and frustrations in gaining cooperation and achieving end results. The incumbent works under the general managerial direction of a Planning Division Chief.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Performs a number of duties as required and may be responsible for any of the following duties including but not limited to supervising, planning, organizing and developing major planning programs involved in development review or zoning administration consistent with department objectives as follows:
- Prepares reports and makes recommendations on planning programs; makes presentations to government officials and agencies as required.
- Coordinates the review of zoning and land use applications within the department, and among other departments and outside agencies.
- Reviews and prepares written recommendations on all types of zoning and land use applications.
- Makes oral presentations before boards and commissions regarding staff analysis and recommendations on zoning and land use applications (after hours).
- Attends meetings of civic associations and business groups to discuss current zoning and development, or urban design issues.
- Provides support to the Mayor and Council and other boards and commissions on zoning and development review as assigned.
- Participates in development review activities of the department.
- Designs and implements planning programs and studies intended to promote the orderly growth and development of the City and of sub-areas within its boundaries.
- Identifies and analyzes problems, develops goals and objectives, and designs programs to meet departmental objectives.
- Assist in the development of new zoning techniques and procedures to facilitate the implementation of the master plan recommendations.
- Prepares and processes zoning ordinance text amendments.
- Oversees the processing of preliminary subdivisions and final plats to assure compliance with both the subdivision regulations and the zoning ordinance.
- Assures that proposed new building projects comply with all zoning regulations.
- Consults with the City Attorney, to maintain and update the zoning ordinance in a timely manner and distribute updates to the necessary parties.
- Under the direction of the Chief of Planning, the Zoning Administrator provides interpretations of the provisions of the zoning ordinance to other City staff, elected officials and the public.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Bachelor's degree in architecture, civil engineering, geography, long range planning, urban planning or related field; supplemented with a Master's degree in planning; and five (5) years progressively

responsible experience in long range or neighborhood planning, development review, transportation planning, or urban design etc.; or a Bachelor's degree in a planning related field and six (6) years progressively responsible planning experience.

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of the principles, practices and techniques of urban planning, zoning and development, long range planning or urban design.
- Thorough knowledge of the literature and sources of information available concerning planning matters, and of the techniques and the procedures useful to analyze and report on such subjects.
- Thorough knowledge of zoning and land development controls, ordinances and regulations, and the methods and procedures by which they are enforced.
- Considerable knowledge of the master planning process, including public participation, that results in new elements of the Master Plan.
- Knowledge of the general principles and practices of public administration, public finance, economics, environmental matters and others as applied to urban and regional planning.
- Knowledge of computer applications to planning (word processing, spreadsheets and data bases, geographic information systems).
- Ability to analyze and evaluate pertinent planning data, to develop unbiased, just and concise recommendations, and to execute plans once approved.
- Ability to prepare specific plans for the development of private and municipal properties.
- Ability to provide information to elected and appointed bodies and other interested parties, and to convey concise and accurate explanations concerning various planning policies, requirements and procedures.
- Ability to make decisions and promote major planning programs recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.
- Ability to establish and maintain effective working relationships with other employees and to deal tactfully with other governmental agencies, developers, engineers and the public in the resolution of difficult and contentious matters.
- Ability to read and understand construction and development plans.